

7

8

9

## **CITY OF HOUSTON**

## **Job Posting**

Applications accepted from:

ALL PERSONS INTERESTED

2 Job Classification 4 Posting Number 5 Department Division

Section

Reporting Location

Workdays & Hours

PN #110233 (20 + VACANCIES) HOUSTON POLICE EMERGENCY COMMUNICATIONS

SENIOR POLICE TELECOMMUNICATOR

N/A

5320 NORTH SHEPHERD, HEC BUILDING

VARIOUS SHIFTS\*

\*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Use computer aided dispatch system as the primary mode of operations to accomplish duties. Dispatches calls to field units within Departmental time standards. Monitors all activities of field units to help ensure unit availability and officer safety. Coordinates with other Dispatchers, divisions, and/or agencies as required. Performs communications and record-keeping duties relative to law enforcement and emergency service/public safety applications. Answer questions and/or provides information relative to service incidents; provides information to other dispatchers, Divisions, or Agencies. Dispatches police units for service of a reported incident and monitors field unit activity. Performs in stressful situations. Employees may be required to work overtime.

10 WORKING CONDITIONS

This position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or a GED.

12 MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of experience as a radio operator in a dispatch facility are required.

13 MINIMUM LICENSE REQUIREMENTS

Must provide certification of successful com-

Must provide certification of successful completion of or complete within one (1) year of employment a telecommunications-training program in compliance with the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) guidelines.

14 PREFERENCES

None.

15 <u>SELECTION/SKILLS TESTS REQUIRED</u>

Must be able to pass a City-administer written test and a City-administered PC keyboard test proficiency of 40 wpm. Applicant must also pass a hearing test.

16 SAFETY IMPACT POSITION X Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 16

\$946.00 - \$1,336.00 Biweekly \$24,596.00 - \$34,736.00 Annually

**18** | *OPENING DATE* May 3, 2006

19 <u>CLOSING DATE</u> Open Until Filled

20 APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer